Expense Authorization/Reimbursements

1. Prior approval of reimbursable travel expenses must be authorized by the Superintendent or designee. Staff members who are requested to represent the district at in-state conferences will be reimbursed for all documented expenses. Authorized teachers who volunteer to attend in-state conferences will receive substitute teacher coverage depending on the availability of resources.

2. Use of a personally-owned vehicle will be reimbursed at the current IRS established rate. Reimbursement will be based on the employee submission of a mileage report stating when the trip occurred, the distinction, the purpose of the trip and the miles driven. The reimbursement request must be signed by the employee and approved by the employee’s supervisor. Toll road fees will be reimbursed if employee provides a receipt. Parking fees will be reimbursed based on employees request and reasonableness of the cost. When possible, parking lot receipts should be obtained and submitted with the employees request for reimbursement. A receipt is not needed for parking fees under $10.00.

3. Any actual expenses incurred for authorized travel must be substantiated by original itemized receipts. Charge cards receipts are not acceptable unless itemized.

4. Travel expenses incurred will be allowed only for the individual authorized to represent the district as a participant in the convention, workshop or designated meeting.

5. If two or more authorized employees travel in the same private vehicle, only the driver of the vehicle will be reimbursed for mileage.

6. Actual occupancy of accommodations must be stipulated and actual expenses substantiated by receipt or documentation. Original hotel bills are required.

7. Registration, workshop and seminar fees will be reimbursed in the amount of actual expenses incurred.

8. Meals are reimbursed with the following "not-to-exceed" limitations: breakfast $14, lunch $16, dinner $30. Tips are reimbursable up to 20 percent of the cost of the meal and are not included in the $14, $16, and $30 guidelines. Reimbursement will be the lesser of the meal allowance or the actual cost of the meal. In traveling situations where 3 meals are required for the day, the
reimbursement will not exceed $60 for the day, regardless of the individual meal costs. If the travel does not require 3 meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meals costs. An itemized, original receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

9. Travel to or from a convention, workshop or designated meeting shall in no way be connected with personal vacations or private business matters unless requested in writing and approved by the Board of Education prior to departure.

10. Unless otherwise pre-arranged/pre-authorized, no reimbursement for in-district transportation will be provided.

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